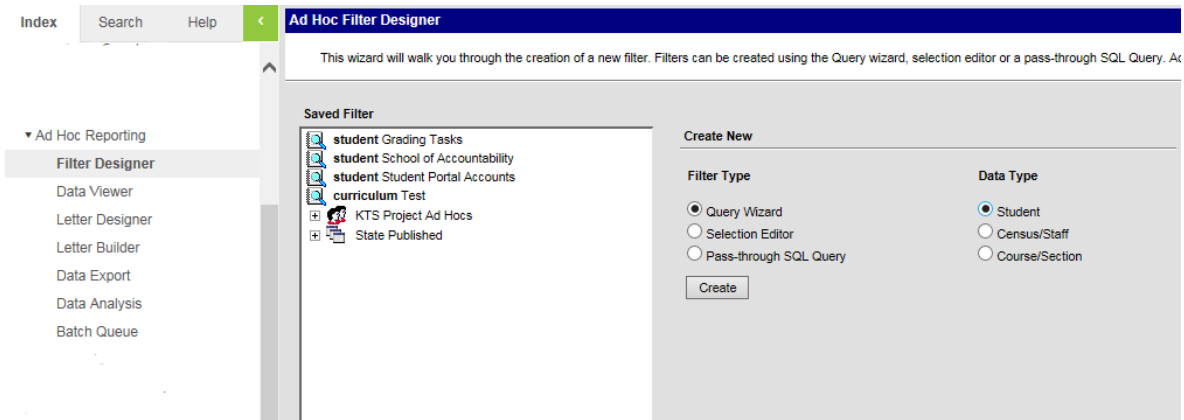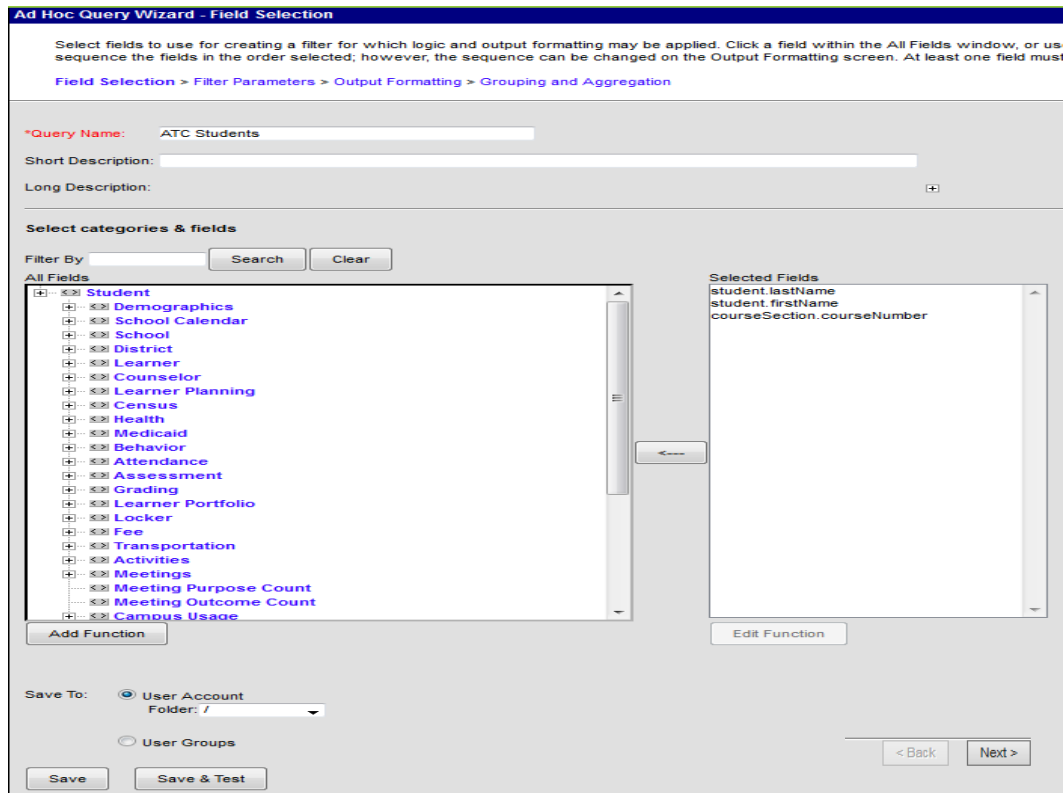# TECHNICAL STUDENT AD-HOC QUERY

The Technical Student ad-hoc query can be created at the home high school Infinite Campus database to assist with entering technical school attendance data, using the Fill Counselor feature when granting rights to an ATC principal, or for other needs a home high school may have to isolate a list of students within their district that attend the technical school.

1. Ad Hoc Reporting > Filter Designer
   a. Select Filter Type: Query Wizard
   b. Select Data Type: Student
   c. Select Create

2. Give the query a Query Name.
3. Click the following fields to move them to the **Selected Fields** box:
   a. Expand Demographics
      i. Select lastname
      ii. Select firstname
   b. Expand Learner then expand Schedule then expand Course/Section
      i. Select courseNumber
   c. Select the Next button

4. Select "Starts With" as the **Operator** for the *courseSection.courseNumber* field.
5. Enter the 3-digit ATC Tech ID number in the **Value** area. A list of the technical schools with their Tech ID numbers can be found here.
6. Change the **Save To** button to "User Groups" and select KTS Data Exchange.
7. Save query.